

Date

Mr. John Doe
Title
Agency
1234 Main Street
Columbia, South Carolina 29201

Dear Mr. Doe:

In a proviso initially included in the 2003-04 Appropriation Act, certain employees of the Agency were declared exempt from the State Employee Grievance Procedure Act because of their reporting structure. In subsequent fiscal years, similar provisos were included in the Appropriation Act and continued to exempt certain employees because of their reporting structure in the Agency from the State Employee Grievance Procedure Act.

The 2007-2008 Appropriation Act, however, does not include a proviso exempting these employees because of their reporting structure. Consequently, employees in the Agency that were exempt from the Grievance Procedure Act because of the provisos will be affected. Your position is one of those positions that will be affected.

Effective July 1, 2007, you will begin serving a 12-month probationary period which will conclude on June 30, 2008. Successful completion of a probationary period means an employee has attained grievance rights and, therefore, is considered a covered employee under the State Employee Grievance Procedure Act. In addition, covered employees are: 1) subject to the "Warning Notice of Substandard Performance Process" as noted in the agency's EPMS policy; and 2) have reduction in force (RIF) rights should a RIF become necessary.

Please contact the agency's Human Resources Office if you have any questions.

Sincerely,

Agency Director

Please acknowledge receipt of this letter by signing and dating below and returning the original to my office.

Signature

Date